

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT ENGINEERING PROJECT ADMINISTRATION	Number 1.50	Issue 2	Page 1 of 3
	Effective Date September 15, 1984		

1. PURPOSE

To establish uniform accumulation, accounting, and reporting of engineering costs in all departments.

2. DEFINITIONS

2.1 Engineering Function means the engineering activity in a City department organized to provide engineering services.

2.2 Coordinating Officer means the department head responsible for coordination and management of an engineering project.

3. POLICY

3.1 To facilitate an adequate cost control and to assure reimbursement of eligible costs to the General Fund, all engineering functions shall:

- a. Use a uniform full cost accounting and reporting system as approved by the Auditor and Comptroller.
- b. Identify projects as early as possible and charge engineering costs to specific projects to the maximum degree possible, including preliminary engineering planning.

4. RESPONSIBILITY - ENGINEERING FUNCTIONS

4.1 City departments organized to include engineering functions to carry out their responsibilities are the Engineering and Development Department, Park and Recreation Department, and Water Utilities Department.

4.2 Each of the departments in Section 4.1 shall provide engineering services for projects involving the facilities under their departmental jurisdiction or for performing their departmental functions. Such services include engineering work contracted by the departments from outside consultants.

4.3 On an engineering project involving the engineering functions of more than one department, the originating department head will normally have the responsibility of the Coordinating Officer on that project. On an engineering project involving only one department, that department head will have the responsibility of the Coordinating Officer.

(Supersedes A. R. 1.50, Issue 1, Effective July 1, 1970)

Authorized

(Signed by Ed Ryan)

(Signed by John Lockwood)

AUDITOR & COMPTROLLER

ASSISTANT CITY MANAGER

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT ENGINEERING PROJECT ADMINISTRATION	Number 1.50	Issue 2	Page 2 of 3
	Effective Date September 15, 1984		

4.4 The Coordinating Officer for each project shall be responsible for:

- a. Identification of the project, and preparation of the necessary documents initiating the project (Request for Council Action, Engineering Work Order, etc.).
- b. Identification of outside financing eligibility of the project, preparation of the necessary documentation and fulfillment of any conditions.
- c. Maintenance of a project file containing all necessary project documentation and records.
- d. Financial liaison with the Auditor and Comptroller, and other engineering functions involved in the project, if any.
- e. Initiate documents for recovering costs from projects or outside sources (invoices, billing, transfers, etc.).
- f. The division head or head of the function shall:
 1. Promptly notify the Auditor and Comptroller and other engineering functions involved of abandoned projects and stop all charges to such projects.
 2. Approve charges to general job order numbers of only such engineering costs that cannot be applied to specific projects.

4.5 Each participating engineering function shall:

- a. Initiate source documents necessary for job order accounting of engineering expense. This is to be accomplished by following procedures issued by the Auditor and Comptroller.
- b. Transmit the source documents to the Auditor and Comptroller for processing and follow-up.
- c. Provide the required project documentation and records to the Coordinating Officer.

5. RESPONSIBILITY - AUDITOR AND COMPTROLLER

- 5.1 The Auditor and Comptroller will provide a centralized project accounting and financial coordination activity for all engineering projects. As a part of this activity, and as a result of source documents provided by the engineering functions, the Auditor and Comptroller will:

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT ENGINEERING PROJECT ADMINISTRATION	Number 1.50	Issue 2	Page 3 of 3
	Effective Date September 15, 1984		

- a. Establish Job Order Numbers.
- b. Accumulate engineering costs and distribute them to projects.
- c. Process billings against other departments and inter-departmental transfers.
- d. Collect all billings and make all payments, including project trust fund transactions.
- e. Administer the Engineering Revolving Fund:
 1. Initiate monthly billings of the Engineering Revolving Fund for engineering services provided to projects.
 2. Initiate reimbursements from projects to the Revolving Fund based on actual expenses incurred.
 3. Initiate revenue abatements against the General Fund for engineering charges for formally abandoned projects.
- f. Provide monthly cost reports showing project costs incurred by each engineering function and summarizing total cost by project.
- g. Maintain current information on the financial status of all engineering projects, and provide the necessary financial liaison to the engineering functions.

APPENDIX

Subject Index

Engineering Project Administration
Engineering Project Accounting
Project Administration

Administering Department

Auditor and Comptroller